

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Block Planning
 FBIS Space Requirements
 Meeting with []

on 06 Mar 84 []

FROM []

EXTENSION

NO.

OL/NBPO
 3E 40 Hqs

DATE

11 APR 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/SB/FBIS
 203 Key

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Thank you for your time
 on this. Any questions, please
 call.

att

CLASSIFIED ATTACHMENT

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11 APR 1984

MEMORANDUM FOR THE RECORD

SUBJECT: Block Planning
Foreign Broadcast Information Service Space Requirements
Meeting with [] on 06 March 1984 []

The following was information received from FBIS which was reviewed by []
[] and myself in a meeting on 6 March 1984.

O DIR

Conference Room. A 400 square foot conference room will be assigned to the Office Director, in accordance with GSA guidelines.

Video Reviewing Room: 200 square feet - It was stated by the FBIS Office Director that this room would be used by the other FBIS divisions.

Computer Room: 500 square feet - What type of equipment is housed in this space? What is this room used for?

ADP Office - new office

PRODUCTION GROUP

Classrooms. Classrooms were requested for every division, 5 classrooms total. This requirement is above and beyond FBIS' original 1987 projected requirements. The building was based on the original figure. Please justify the need for these classrooms--number and size.

For information. If the component needs require 50 cycle power, the component will have to supply the converter.

Non-Office Space Requirements:

Language Lab. There is a self-study language lab located within the existing building. We feel that once FBIS is located on the compound that this request for a separate language lab will not be needed.

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Video Reviewing Room. The Office Director has already put in this requirement, and he states that the groups/division/branches will have access to the one listed under O DIR.

MT Equipment Room. What type of equipment is in this room? Is this a storage room or a working area?

Newspaper Storage. Please check to see if there are plans to have the newspapers microfilmed by move-in. This would lessen the space requirement and be more efficient. Does OCR already maintain newspapers for reference? If so, this would be a redundant requirement.

Library. There is an existing large OCR library facility. We feel that once FBIS is located on the compound that this need would no longer be necessary.

MOD

This information is listed under OPSMO in the original run. The run will be updated to show the name change.

Conference Room. A project facility was requested in this conference room. Discussion is needed on this requirement since there are existing facilities within the Headquarters Building which can be used.

Video Reviewing Room. A room of 300 square feet was requested for this purpose. This request is above and beyond FBIS' 1987 projected non-office space requirement. It was stated that this room is different from the Office Director's video reviewing room. This room would be used with the cruise classroom for persons going overseas. Please verify.

OPSDR

Library. The justification for requesting this 410 square foot library is that it needs to be available 24 hours a day. Shelving was requested. Shelving is to be supplied by the component.

Non-Office Space Requirements:

Computer Communications Center. This is a new requirement, and the amount of space required is being checked by FBIS. The following was requested by FBIS to be located within this space:

-
- lockers/dayroom
- mail distribution area
- cable TV reception - What additional services are needed that are presently not obtainable through OCR's TV reception room?
- storage - What type of material is being stored? How many square feet? FBIS requested the following:

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25X1

25X1

It is our understanding that all communications will be centrally distributed within the buildings by OC. Please coordinate this requirement with OC. is our contact from OC who has been working with us.

25X1

Daily Report Training Classroom. Previously listed as 200 square feet, FBIS is now requesting more but the amount is not specified. After reviewing the requirements with 200 square feet is adequate. The computer run shows that one person sits within this space. I need the division/branch/grade of this individual.

ADMIN

25X1

Registry Requirements. There is a present effort to have registries consolidated. Whether consolidated or not, FBIS requirements are as follows:

Vaulted Storage Space for personnel files. Should this space be a separate room, or would it be more efficient to locate the files within the actual office space?

SDS

25X1

Conference Room - 600 square feet. Because of the other conference rooms requested by FBIS, that would be available to SDS, I feel that this request is excessive for this small staffing complement. Please check.

Laboratory - 600 square feet. What is this lab used for? What type of equipment will be supported within this space? Any special electrical or mechanical needs for this space?

25X1

Please verify this staffing. The Comptroller shows FBIS new slots for 1984. This staff alone exceeds this.

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AG

Previously this group was listed on the computer run as office space and non-office space. It will now be broken down by personnel slots.

It was requested that the computer area (100 sq ft) in the research staff be shielded. The new building will be RFI shielded. Because of this, we are assuming that there will be no additional need for shielding.

The conference room will be 300 square feet to comply with GSA guidelines. File Room - 1,600 square feet with humidity control. What type of storage?

A copy area was requested. There will be two copy facilities located on each floor, 1 through 6, in the New Building. We assume this would eliminate FBIS' need for a copy area.

File Room - 100 square feet. This seems to be redundant when you already have a 1,600 square foot file room. Check on this need.

Video Reviewing Room. The Office Director mentions in his memorandum that his video reviewing room would be used by all. This would eliminate this separate need.

Computer Area - Wang/Delta Data. This requirement will not be a separate line item. This space will come out of the total square footage allocated to FBIS office space.

25 square feet were added to every person's grade. This space was needed for files and terminals. Each person having a terminal/files is not a uue requirement. The GSA guidelines for square footage per grade will be the same for all. No additional space will be allocated.

ADP

25X1

New Office Listing.

MISCELLANEOUS

25X1

The Comptroller shows a growth of positions for FBIS. In totaling your latest figures, I show a growth than what the Comptroller shows. Please check your information, and make sure these numbers reflect only the

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We are on a very tight schedule and need this information completed and in the computer system by the end of this month.

25X1

New Building Project Office
Office of Logistics

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25X1

SUBJECT: Block Planning
FBIS Space Requirements

25X1

Meeting with on 06 Mar 84

Distribution:

Orig - OL/NBPO

1 - C/SB/FBIS

25X1

1 -

Logs/Admin/DDS&T

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